

Historic, Archive Document

Do not assume content reflects current scientific knowledge, policies, or practices.

ag 854 E
Corp 7



Summer Session

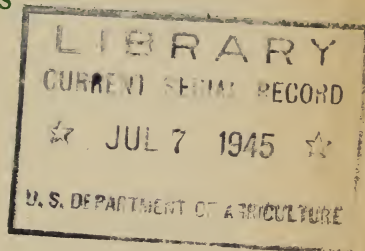
Ten Weeks, June 11 to August 17, 1945

ADMINISTRATION • ARTS • SOCIAL SCIENCES

STATISTICS • LANGUAGES

OFFICE TECHNIQUES

MATHEMATICS



GRADUATE SCHOOL

UNITED STATES DEPARTMENT OF AGRICULTURE

WASHINGTON, MAY 1945

GENERAL ADMINISTRATION BOARD

T. ROY REID, M.S., D.Agr., Director of Personnel, *Chairman*
PHILIP V. CARDON, Ph.D., Research Administrator, Agricultural Research
Administration
NORRIS E. DODD, Chief, Agricultural Adjustment Agency
C. O. HENDERSON, M.S., Chief, Division of Training, Office of Personnel
GROVER B. HILL, Under Secretary of Agriculture
ROBERT W. HUDGENS, B.S., Associate Administrator, Farm Security Administration
JAMES T. JARDINE, D.Sc., Chief, Office of Experiment Stations
WILLIAM A. JUMP, Director of Finance and Budget Officer
H. R. TOLLEY, B.S., Chief, Bureau of Agricultural Economics
LYLE F. WATTS, B.S., M.F., Chief, Forest Service

OFFICERS

ELDON L. JOHNSON, Ph.D., Director
JASPER B. SHANNON, Ph.D., Assistant Director
ALBERT F. WOODS, D.Sc., LL.D., Director Emeritus and Educational Adviser
BARBARA A. PERECINIC, M.A., Registrar
MARGARET D. CALHOUN, M.A., Librarian
*EVA M. JOHNSON, Secretary
DWIGHT L. MYERS, Treasurer
RUTH O. CARLOCK, A.B., Chief Assistant
LORA F. ABRAHAM, Office Assistant
MILDRED V. MORRIS, Office Assistant
VIRGINIA MONTILLO, Office Assistant

* On leave 1944-45.

Summer Program 1945

Ten Weeks, June 11 to August 17

The Graduate School offers continuation-study opportunities to Federal employees, at both graduate and undergraduate levels. It offers only a small number of summer courses, chiefly selected on the basis of student interest shown during the fall and spring semesters. Unless otherwise specified, all courses are limited to ten weeks in length and carry regular academic credit. The number of credits is indicated in parentheses after the course title.

REGISTRATION

Time and Place

Registration may be completed at any time before the courses begin. It is strongly recommended that students register at once, to avoid the inconvenience of delays near the close of the registration period. Registration must be completed at the Graduate School Office, Room 1031, South Building, Department of Agriculture, 14th and Independence Avenue, S.W.

Fees and Payment Plan

The fees are indicated after the title of each course. Arrangements may be made at the time of registration for payment in two installments, for which there will be an additional service charge of \$1.00 for each course. The first installment of not less than half the full fee, plus the \$1.00 service charge, must be paid at the time of registration. The second and final installment must be paid on or before July 7. Failure to pay will result in automatic suspension from the course.

Late Registration Fee

Students who register after June 16 must pay a late registration fee of \$1.00.

Other Policies

All general regulations of the School, including those on refund policy, apply to the summer session. These regulations are fully explained in the Fall and Spring Bulletins, copies of which may be obtained on request. Except as provided in the refund policy, withdrawals with refunds may not be made after June 23.

OFFICE HOURS

Monday through Friday—9 A.M. to 6:20 P.M.
Saturday—9 A.M. to 1 P.M.

ADMINISTRATION AND ADMINISTRATIVE PROCEDURE

661. Personnel Administration (2)

Tu 6:30-9:30 beginning June 12. \$14

ARTHUR B. McLEAN

Deals with personnel problems which arise when people are associated together in a work situation. It is designed to acquaint the student with the basic personnel policies and practices which have been found necessary and useful in coping with these problems. Trends in public personnel administration and its relationship to over-all management are discussed. The course will be helpful to supervisors and administrators who desire a broad understanding of personnel administration and also to students who need foundation for the more specialized courses in the personnel field.

659. Federal Position Classification (2)

W 6-9 beginning June 13. \$14

HERSCHEL F. JOHNSON

An introductory course designed to give the student an understanding of the fundamental concepts of position classification and its uses; the relation of classification to compensation and other phases of personnel administration; the historical background of position classification in the Federal service; an analysis of the Classification Act of 1923 and its amendments and its relation to other personnel processes; position analysis and factors to be considered in the allocation of positions.

Prerequisite: 60 semester hours of college work or consent of the instructor.

631. Employee Relations and Counseling (2)

Tu-F 6:30-8:00 beginning June 12. \$14

JACOB H. MASON

Deals with the organization and operation of a program of employee relations and counseling in the Federal service. Emphasis on methods and techniques of both preventive and remedial employee relations: counseling and dealing with grievances. Organization for and methods of dealing with (1) individual problems of adjustment both to work environment and to off-the-job environment, and (2) group problems and relationships, employee organization and representation, and appeals procedure.

352. Principles of Accounting—First half (3)

M-W 6-7:30 (lecture) beginning June 11. \$18

WILLIAM L. DYE

M-W 7:30-9 (laboratory) beginning June 18.

Elementary principles of accounting; discussion and problems. At the end of the semester students will be prepared to devise the accounting methods necessary for a small business organization, make the necessary entries in the records, draw up statements at the end of the fiscal year, adjust the accounts for accruals, deferred items, depreciation, etc., and close the books.

352. Principles of Accounting—Second half (3)

Tu-Th 6-7:30 (lecture) beginning June 12. \$18

AARON H. CHUTE

Tu-Th 6-7:30 (laboratory) beginning June 19.

Continuation of first half covering more advanced principles of accounting; accounting for partnerships, corporations and manufacturing; depreciation policies and analysis of financial statements.

408. Administrative Procedure (2)

F 6-9 beginning June 15. \$12

PHILLIP T. THORSON

Intended for persons who wish to become Head Clerks or Administrative Assistants and who wish to organize their knowledge and experience in this field with that in view. Deals with practical aspects of the day-to-day operations of the chief clerk and administrative assistant. Emphasis is placed upon matters for which these persons ordinarily are responsible, such as preparation of budget data, procedural planning, personnel actions, orientation and assignment of new employees, and supervision. The relationships of these functions to specialized services offered by the central personnel, budget, and general service units are also discussed.

410. Federal Auditing Procedure (2)

M 6-9 beginning June 11. \$12

CAREY G. CRUIKSHANK

This short, intensive course is designed particularly to train audit clerks drawn from among employees now working in the lower grades as clerks, typists, machine operators, etc., and to assist audit clerks in their present and prospective positions. It embraces explanations of, discussions on, and practice work with the most important types of government vouchers and covers certain related procedures and documents. The manual used outlines in detail the various procedures.

The course covers general basic principles and definitions of terms; use of standard forms involved; General Accounting Office exceptions, and preparation of replies thereto; administrative suspensions and disallowances; application of statutes, regulations and the Comptroller General's decisions to auditing; special correspondence required in connection with such work; claims and adjustments; purchase order procedures; tax exemption; letters of authorization and travel authority; per diem allowances and computations; methods of travel; and the actual audit of Standard Form 1012 "Reimbursement" vouchers and Standard Form 1034 "Purchase" vouchers.

412. Federal Accounting Procedure (2)

Tu 6-9 beginning June 12. \$12

CHARLES L. GRANT

Designed particularly to train accounting clerks through instruction of employees now working in lower grades and to assist accounting clerks in present and prospective positions. It embraces explanation of, discussion on, and practice work with the basic ledgers (allotment ledger, objective classification ledger, and general ledger) maintained in connection with funds made available to Federal agencies. Appropriation, apportionment, allotment, disbursement, collection, and reporting processes will be discussed and the relationship between administrative accounts and the accounts kept by the Treasury Department and the General Accounting Office explained.

414. Federal Personnel Procedure (2)

F 6-9 beginning June 15. \$12

VERNA C. MOHAGEN

Deals with basic practices and procedures designed to accomplish appointment, transfer, promotion, demotion, separation, and retirement of Federal employees. The course has three objectives: (1) to keep abreast of current developments in personnel procedures; (2) to become familiar with the legal and administrative background of such procedures (statutes, executive orders, decisions of the Comptroller General, the Civil Service Commission, and the War Manpower Commission, Administrative Orders, etc.); and (3) to visualize the constant need for streamlining procedures in the interests of simplicity and efficiency.

ARTS

185. Pencil Sketching and Freehand Drawing (2)

M-W 6-8 beginning June 11; two additional hours of individual project work.

\$15

ROWLAND LYON

Emphasizes the study of shade, shadows, and perspective. An intensive study of theory, harmony of lines, and outdoor sketching. Water color and oils may be used depending on the individual student. The projects assigned for the two additional hours will be applicable to the theories of art. Each student will receive individual criticism. Open to both beginners and advanced students.

195. Drawing for Portraiture and Illustration (2)

M-W 6-8 beginning June 11; two additional hours of individual project work.

\$15

PIETRO LAZZARI

Portrait drawing: planning of portraits as to composition, material and medium. Various techniques and effects in portraiture.

Basic techniques of illustration for reproduction in books, magazines and periodicals.

Fundamentals of color and approaches to painting—grounds and pigments, water-color, tempera, oil, fresco.

193. Applied Photography (2)

M 6-9 beginning June 11. \$12 plus \$2 materials fee

ELBRIDGE C. PURDY

This is a laboratory course which enables the students who have taken Basic Photography or equivalent to apply theory and principles in the studio and laboratory. Individual guidance will be given students. The results of the work will be analyzed. Topics covered: films and plates, use of cameras and lenses, exposure, composition, darkroom techniques, developers and development, theory and practice of making contact and projection prints, outdoor and indoor photography, filters and their use, lighting and posing in portraiture, and color photography.

Prerequisite: Basic Photography or equivalent.

186. Interior Decoration (1)

Sec. I. W 6-7:30 beginning June 13. First semester work. \$6

Sec. II. W 7:45-9:15 beginning June 13. Second semester work. \$6

HARRIET GARRELS

The first semester's work includes principles of arrangement, color, walls, window treatments, floor coverings and lighting.

The second semester's work includes furniture styles, pictures, accessories, modern furniture and furnishings, and flower arrangement.

As the second semester is not based on the first, the order in which they are studied is not important. Students may register for the second semester without having covered the first.

ENGLISH AND SPEECH

222^a. Composition and Rhetoric (3 each semester)

M-F 6-8:15 beginning June 11. \$18

FRANCES HOWE MILLER

Equivalent of freshman English. An introductory course in writing and English usage, designed especially for those who need a course preparatory to more advanced English studies. Special attention given to the fundamental principles and mechanics of good writing—grammar, punctuation, spelling, diction, etc. Exercises in writing short and long themes and in studying, analyzing, and evaluating selected English prose texts.

223. Descriptive English Grammar (2)

Tu 6-9 beginning June 12. \$12

ROMAIN C. GREENE

A course in grammatical principles, stressing sentence structure and correct English form. Students are required to analyze sentences by diagram and to correct examples of bad English.

224. Creative Writing (2)

Tu 6-9 beginning June 12. \$12

DELIGHT WILLIAMSON HOLT

Primarily this course aims to develop the student's inclination to practice writing through guidance and example. Emphasis is laid on facility of expression. The course presupposes fundamental knowledge of composition. Stories, sketches, articles, book and magazine reviews, personal letters, and letters to editors are assigned work.

229. Effective Speaking (2)

Tu 6-9 beginning June 12. \$12

HESTER B. PROVENSEN

Clear, forceful, and convincing expression is the result of directed practice in a variety of speech situations. This course concentrates on preparation and practice in public speaking and the speech arts. Speeches for special occasions, description, exposition, radio speaking, story telling, and training in the art of conversation. Emphasis is on practice; knowledge of speech fundamentals is presupposed.

418. Practical English Usage (2)

F 6:30-9:30 beginning June 15. \$12

VERNE L. SAMSON

This course enables students through practice to master the fundamentals of correct English. Troublesome problems of English usage, sentence structure, choice of words, style, and grammar, are studied as aids to clear and forceful writing of letters, memoranda, and reports.

419. Vocabulary Building (2)

M 6-9 beginning June 11. \$12

SALLIE M. PEASE

Designed to help writers and speakers express ideas clearly and attractively. It embraces word study and selection, diacritical markings, synonyms and antonyms, prefixes and suffixes, usage exercises, and other means of developing a broad and useful command of words.

43. Personal Development (0)

W 6-9 beginning June 13. \$12

HESTER B. PROVENSEN

Discovery and development of the potentialities of each student. Poise, confidence, appearance, make-up, dress and color sense, art of conversation, cultivation of wider range of interest, and curiosity. Actual social situations created and discussed. Conferences, guest speakers.

FOREIGN LANGUAGES

Unless otherwise specified, all foreign language courses are organized as follows:

Elementary year—foundation work in grammar, vocabulary, reading, and translation, with some conversation.

Intermediate year—grammar review, more difficult reading and translation, use of idioms, writing and discussion in the language.

Conversation—development of facility in discussion and reading, use of idioms, writing and thinking in the language without translating.

Note: Course numbers followed by (a) are first-half of that course, or by (b) are second-half.

259^b. Elementary German (3)

M-Th 6-8:15 beginning June 11. \$18

MAX LEDERER

295^a. Elementary Russian (3)

Tu-F 6-8:15 beginning June 12. \$18

GEORGE M. SAHAROV

295^b. Elementary Russian (3)

Tu-F 6:15-8:30 beginning June 12. \$18

NATHALIE VON BRETZEL

46. Everyday Russian (0)

W 6-9 beginning June 13. \$12

GEORGE M. SAHAROV

Accuracy and facility in the use of oral Russian will be attempted through the use of dictation, conversation, and other devices. The work will be adapted to those entering the course. There is no prerequisite. The course is designed especially for those who wish to acquire fluency in the spoken language of today.

300^a. Elementary Spanish (2)

M 6-9 beginning June 11. \$12

RUBERTA M. OLDS

300^b. Elementary Spanish (2)

M 6-9 beginning June 11. \$12

MARCUS GORDON BROWN

47. Everyday Spanish (0)

M 6-9 beginning June 11. \$12

MANUEL I. ABELLA

Accuracy and facility in the use of oral Spanish will be attempted through the use of dictation, conversation, and other devices. The work will be adapted to those entering the course. There is no prerequisite. The course is designed especially for those who wish to acquire fluency in the spoken language of today.

MATHEMATICS AND STATISTICS

127^a. Introduction to Statistical Analysis (2)

F 6-9 beginning June 15. \$12

BENJAMIN J. TEPPING

The collection of economic and census data; the presentation of data in tables and graphs; different kinds of averages; measures and significances of dispersion; elementary principles of sampling; introduction to index numbers and time series; preparation of formulas for machine calculations. Use of slide rule and charts for performing calculations.

Prerequisite: Algebra.

127^b. Introduction to Statistical Analysis (2)

M-W 7-8:30 beginning June 11. \$12

SAMUEL WEISS

A continuation of Introduction to Statistical Analysis 127^a. Problems in the relations between two or more variables. Association, correlation, and regression, leading into multiple and partial correlation. Introduction to statistical inference. Adaptation of formulas to machine correlation.

711. Mathematics for Economists (2)

W 6-9 beginning June 13. \$14

JEROME CORNFELD

This course proposes to give an introduction to differential and some integral calculus especially designed for economists. It will deal with the following topics: numbers, functions, analytical geometry, limits, continuity, derivatives, partial derivatives, maxima and minima, integrals.

The mathematics will be illustrated by problems from economic theories of demand, cost, monopoly, utility, production, taxation, interest. (Text: R. G. D. Allen, *Mathematical Analyses for Economists*, Macmillan, 1939.)

Prerequisites: Bachelor's degree, with college algebra and principles of economics, or equivalent.

103. Trigonometry and Analytic Geometry (2)

F 6-9 beginning June 16. \$12

SIDNEY WALD

Definitions in trigonometry; identities; complex numbers; DeMoivre's theorem; trigonometric equations. The study of analytic geometry will include the line, conic sections, and some other plane curves, polar coordinates; families of curves with one or more parameters. Parametric equations of curves. Radial axis. Graphic solution of equations. Some three-dimensional geometry.

Prerequisite: College algebra.

SHORTHAND

89. Review of Gregg Shorthand (0)

M-W-F 7-8:30 beginning June 11. \$18

LEWIS R. TOLL

A review of theory and brief forms. Reading from shorthand plates and students' own notes; dictation of standard material at various progressive rates of speed.

Prerequisite: Completion of the Gregg Manual or its equivalent by the functional system.

429. Beginning Gregg (Functional) (3)

M-Tu-Th 6:30-8:00 beginning June 11. \$18

ANNA C. BOLTON

The course will cover the complete system of Gregg shorthand by use of the functional method. It is designed for those who have not studied shorthand, or for those who have some knowledge of shorthand but have not completed a theory course. The aim of the course is to enable the student to read at a speed of 100 words a minute and to write 80 words a minute on familiar material.

430. Intermediate Gregg (Functional) (3)

M-W-F 6-7:30 beginning June 11. \$18

ARTHUR S. PATRICK

This course is intended for those who have completed the principles of Gregg shorthand and wish to develop speed in taking dictation. It may well serve as a theory review course for those who have lost writing facility through limited use or long disuse. Dictation speeds of from 80 to 100 words a minute on new, standard material will be developed.

431. Gregg, 70 to 100 Words (2)

M-W-F 7:45-8:45 beginning June 11. \$12

ARTHUR S. PATRICK

This course is designed for those who desire a review of theory in Gregg shorthand with dictation from 70 to 100 words a minute. Special attention will be given to the acquisition of a large vocabulary of Gregg outlines. Dictation will be graded from business letters, the Congressional Record, and legal and technical matter relevant to the work in Government offices.

SOCIAL SCIENCES

343. Current International Developments (2)

W 6-9 beginning June 13. \$12

WILLARD N. HOGAN

Survey of current developments in the field of international relations. Particular attention will be given to historical background and to the significance of current events for the development of postwar international organization. Some of the topics considered will be the Dumbarton Oaks proposals and the San Francisco conference; the problem of international security; and the influence of practical difficulties confronting the victorious democracies on the development of an international security organization.

339. Recent American History (2)

W 6-9 beginning June 13. \$12

W. M. GEWEHR

A consideration of the important political, economic, and social changes of the last fifty years. Among the topics to be studied are conditions at the turn of the century; the rise of American imperialism; big business and politics; the progressive movement and liberal reform; America in the first and second World War; the New Deal; the United States in world affairs today.

PSYCHOLOGY

342. The Conditions of Personality Growth (2)

W 6-9 beginning June 13. \$12

LEOPOLD BELLAK

This course treats the principal factors influencing personality development: physiological bases, infantile and childhood experiences, and cultural determinants. It considers both experimental and clinical contributions to the theory of personality and the application of those to practical problems of interpreting and dealing with people.

FACULTY

- MANUEL I. ABELLA, Ph.D., University of Santo Tomas, Manila. Captain, Philippine Army Reserve. Taught in University of Santo Tomas and Howard University.
- LEOPOLD BELLAK, M.A., Harvard; M.D., New York Medical College. Junior Medical Officer, St. Elizabeth's Hospital. Taught in City College, N. Y.
- ANNA C. BOLTON, M.A., New York University. Training Specialist, Training Section, Division of Personnel Management, War Production Board.
- MARCUS GORDON BROWN, Docteur ès Lettres, Université de Dijon. Taught at University of Florida and Georgia School of Technology. Specialist, Inter-American Educational Relations, U. S. Office of Education.
- AARON H. CHUTE, Ph.D., Ohio State. Special Assistant to Chief, Regulatory Accounting Division, Office of Investigatory Services, War Food Administration. Taught in Ohio State University and University of Minnesota.
- JEROME CORNFELD, B.S., New York University. Statistician, Bureau of Labor Statistics, Department of Labor.
- CAREY G. CRUIKSHANK, A.B., King. Senior Fiscal Officer, Office of Scientific Research and Development, Office for Emergency Management.
- WILLIAM L. DYE, C.P.A., Senior Accountant, Regulatory Accounting Division, Office of Investigatory Services, War Food Administration.
- HARRIET GARRELS, M.A., George Washington. Art Supervisor, Public Schools, District of Columbia. Taught in Abbott Art School and Wilson Teachers College.
- WESLEY M. GEWEHR, Ph.D., Chicago. Chairman, Department of History, University of Maryland.
- CHARLES L. GRANT, Administrative Officer, Office of Budget and Finance, USDA.
- ROMAIN C. GREENE, M.A., Drake. Taught in Bethany College and University of Maryland. Instructor in English, University of Maryland.
- WILLARD N. HOGAN, Ph.D., Chicago. Assistant Director, War Public Services, Federal Works Agency.
- DELIGHT WILLIAMSON HOLT, B.S., Columbia. Instructor of English, University of Maryland.
- HERSCHEL F. JOHNSON, A.B., Drury. Assistant Personnel Officer, Procurement Division, Treasury Department.
- PIETRO LAZZARI, Master Artist, Ornamental School of Rome. Belle Arti. Agricultural Information Specialist, Office of Distribution. Portrait Artist, landscape painter, and graphic designer.
- MAX LEDERER, Ph.D., University of Vienna, Austria. On the staff of the Legislative Reference Service, Library of Congress. Taught in Municipal Teachers College, Vienna, and Coe College.
- ROWLAND LYON, M.A., George Washington. Cartographic Engineer, Department of State.
- JACOB H. MASON, B.A., George Washington. Chief, Employee Relations Branch, Civilian Personnel Division, Office of the Secretary of War.

- ARTHUR B. McLEAN, M.A., Alabama; graduate study, North Carolina and American. Director of Personnel, Federal Security Agency. Taught in University of Alabama, Brenau College, North Georgia College, and George Washington University.
- FRANCES HOWE MILLER, M.A., Missouri. Instructor of English, University of Maryland.
- VERNA C. MOHAGEN, M.A., George Washington. Assistant Chief, Personnel Management Division, Soil Conservation Service, USDA.
- RUBERTA M. OLDS, M.A., Columbia; student, University of Mexico. Chairman, Department of Spanish, American University. Also taught in State Teachers College, South Dakota; Escuela Normal, Chile, South America.
- ARTHUR S. PATRICK, M.A., Iowa. Assistant Professor of Business Administration, University of Maryland.
- SALLIE M. PEASE, A.B., California. Taught in Stanford and George Washington Universities.
- HESTER B. PROVENSEN, LL.B., George Washington. Assistant Professor of Speech, University of Maryland.
- ELBRIDGE C. PURDY, Assistant Chief, Photographic Section, Office of Plant and Operations, USDA. Twenty-five years' general photographic experience.
- GEORGE M. SAHAROV, A.B., California at Los Angeles; graduate study, California, American, and Harvard; graduate of Classical Gymnasium, Tula, Russia. Taught in University of Southern California and private instruction according to Russian Gymnasium program, Shanghai, China.
- VERNE L. SAMSON, A.B., Washington State; graduate study, California and Radcliffe. Training and Employee Relations Advisor, Personnel Division, Federal Public Housing Authority. Taught in Whitworth and Washington State College.
- BENJAMIN J. TEPPING, Ph.D., Ohio State. Statistician, Bureau of the Census. Taught in Ohio State University.
- PHILLIP T. THORSON, M.A., American. Lieutenant, U. S. A., on leave as Executive Officer, Foreign Funds Control, Treasury Department. Taught in New York University.
- LEWIS R. TOLL, M.S., Illinois. Chief, Economic Analysis Unit, Central Pricing Office, Consumer Goods Division, OPA.
- NATHALIE VON BRETZEL, Junior College Diploma, St. Petersburg. Senior Research Assistant, USSR Section, Reference and Editorial Division, Office of Strategic Services. Taught in National Park Junior College.
- SIDNEY WALD, A.B., Pittsburgh. Statistician, Weather Division, Army Air Forces.
- SAMUEL WEISS, M.A., Michigan. Principal Statistician, Chief of Reports and Analysis Service, War Manpower Commission.

INDEX

	<i>Page</i>
Accounting	4-5
Administration	4
Administrative Procedure	4
Arts	5
English	6
Faculty	10
German	7
History	9
Interior Decoration	6
Mathematics	7
Photography	5
Psychology	9
Registration Information	3
Russian	7
Shorthand	8
Social Sciences	9
Spanish	7
Speech	6
Statistics	7-8